

Bylaws for the Cincinnati Contra Dancers, Inc.

Article 1.

Name

The name of the organization is "Cincinnati Contra Dancers, Inc." otherwise referred to as "CCD" in this document.

Article 2.

Fiscal Year

The fiscal year of the Cincinnati Contra Dancers, Inc., is January 1 through December 31.

Article 3.

Purpose

The purpose of the Cincinnati Contra Dancers is to promote within the greater Cincinnati area the traditions and enjoyment of contra dancing and other traditional dance forms; to teach the music and dance skills required to perpetuate this traditional form of folk art; to provide dance programs for those who wish to learn the dance; to establish communications with other dance groups in order to share resources; to improve the teaching of dance, and provide the opportunity for dancers, callers of dance, and musicians to improve their skills; and to do all the other things necessary to teach, promote, and encourage the enjoyment and appreciation of the cultural tradition of contra dancing and square dancing.

The CCD welcomes diversity and fosters community in an atmosphere of mutual respect. Cincinnati Contra Dancers, Inc. is a not-for-profit corporation which is organized and operated exclusively for educational purposes and operates in compliance with Section 501(c)(3) of the Internal Revenue Code, and any applicable ordinances of the State of Ohio.

CCD subscribes to the general purposes of the Country Dance and Song Society, Inc.

Article 4.

Membership

Anyone wishing to be involved in the decision-making process of the CCD can become a voting member by meeting the following criteria: Pay yearly dues, provide requested contact information including home address, and attend at least three separate CCD sponsored weekly and/or monthly events in a twelve month period.

Dues are collected for the calendar year. All voting members must abide by the policies and rules of the CCD and behave with proper decorum. Attendance requirements can be waived at the discretion of the board on a case by case basis.

Voting members may vote at meetings of the voting membership, hold office, and serve on committees. The voting membership sets the overall policies of the CCD. These policies will be established in meetings of the voting membership.

Article 5.

Meetings of the Voting Membership

The annual meeting of the voting membership shall be held each year in the month of October. The purpose of the annual meeting shall be the election of the board and the transaction of any necessary business. The board shall give at least sixty (60) days' notice of the annual meeting, stating the particulars including date, time, and location. A preliminary agenda will be provided to the voting membership at least thirty (30) days before the meeting. Any voting member may request to add items to the agenda within the time frame set by the board in the meeting announcement.

Special meetings of the voting membership will be called by the board in order to address needs as they arise. Any voting member may bring concerns to the board for consideration. Special meetings of the voting membership may also be called by a petition (paper or electronic) signed by five (5) voting members or ten percent (10%) of the voting members, whichever is greater. When a petition is submitted for a special meeting, it should state clearly the purpose for the meeting.

The quorum for transaction of business at a voting membership meeting is the number of current board members plus ten percent (10%) of the voting membership, including an officer to preside, and a board member to take minutes.

A majority vote of those voting is necessary to transact any business brought before the voting membership, including the election of the board, except as otherwise noted in Articles 6 and 10.

Meetings of the board, the voting membership, and committees shall be conducted in a spirit of cooperation.

Article 6.

The Board

Between meetings of the voting membership, authority shall be vested in the board.

Actions of the board shall not conflict with the decisions of the voting membership and may be rescinded at any subsequent meeting of the voting membership.

The board shall consist of four (4) officers—facilitator, assistant facilitator, treasurer, and secretary, plus a minimum of two (2) board-members-at-large. The maximum number of board-members-at-large for the coming term shall be decided at the annual meeting of the voting membership. Board members must be voting members. At least three (3) of the officers must be unrelated people living at different addresses.

The four (4) officers are also known as the executive committee, whose duties are as follows:

Facilitator -The facilitator presides at board and voting membership meetings and serves as an overall coordinator of all committees or projects; sets the agenda for meetings; calls meetings of the board, the voting members, and the executive committee; and, in consultation with the board, forms committees as necessary to organize and oversee the CCD activities.

Assistant Facilitator -The assistant facilitator serves the group by assisting the facilitator in coordinating the workings of the CCD and, in the absence of the facilitator, fulfills the role of

the facilitator. In the event that the office of the facilitator becomes vacant before the conclusion of their term, the assistant facilitator shall become the facilitator.

Secretary -The secretary will ensure the recording of the minutes at all meetings of the board and the voting membership. The minutes will be available to the community. The secretary will also be responsible for the maintenance of the policies of the CCD and the list of voting members. The secretary will ensure that voting members receive notice of upcoming voting membership meetings.

Treasurer -The treasurer is responsible for the collection of donations and/or charges, for the disbursement of all fees and authorized expenditures, and for all banking functions of the CCD. The treasurer shall maintain the financial records of the CCD. The treasurer advises the board, the voting membership, and relevant committees about the finances of the group and assists in formulating the budgets for regular and special events. The treasurer prepares the annual Financial Report to be presented at the annual voting membership meeting.

If the office of facilitator becomes vacant, the assistant facilitator becomes the facilitator. If a vacancy occurs in the office of assistant facilitator, treasurer, or secretary, or if a vacancy in the board-members-at-large results in fewer than two (2) board-members-at-large, an emergency voting membership meeting will be called as soon as possible to elect a voting member to fill the vacancy/vacancies.

Board members may be removed from office by a two-thirds (2/3) supermajority vote of those voting at a meeting of the voting membership.

Article 7.

Board Meetings

The board shall meet a minimum of twice annually in the fall and in the spring, and at other times at the call of the facilitator or a majority of the board. A majority of the whole board is required to transact business at a board meeting.

Board meetings may be held in-person or by video conference. Board members may attend in-person meetings by way of video conferencing technology. Any voting member may attend board meetings and participate in debate but only board members may vote. Executive sessions of the board may be closed to voting members.

Article 8.

Election of the Board

Any voting member may be nominated to serve on the board. Voting members may nominate themselves or others. Nominations for the executive committee must include the desired office position. Nominees must accept the nomination to be eligible for election. Nominations may begin before the annual voting membership meeting, and will be accepted until the vote is called for the officers and board-members-at-large at the annual meeting of the voting membership.

The method of voting will be determined by the board and announced upon distribution of the agenda at least thirty days before the meeting, in accordance with Article 5.
At the annual meeting of the voting membership:

The officers (facilitator, assistant facilitator, treasurer, and secretary) shall be elected by the voting members. If there are not at least three (3) unrelated officers living at different addresses elected (in accordance with Article 6), nominations will be reopened and a new vote taken during the meeting. The newly elected officers become board members and will assume their duties immediately upon the adjournment of the meeting in which they were elected.

The voting members shall then decide the maximum number of board-members-at-large for the coming term. The minimum number of board-members-at-large shall be two (2), in accordance with Article 6.

The board-members-at-large shall then be elected by the voting members. Each person voting may vote for as many board-members-at-large as were decided by the voting membership.

The newly elected board-members-at-large will assume their duties immediately upon the adjournment of the meeting in which they were elected.

Article 9.

Special Committees

The board and/or the voting membership may form special committees to carry out tasks or to report information to the board or the voting membership. They shall keep the facilitator advised of their work. Such committees shall be dissolved upon the completion of their assigned work. Committee members must be voting members.

Article 10.

Amendments to the Bylaws

Amendments to these Bylaws may be made upon sixty (60) days' written notice to voting members. The notice will include relevant currently applicable text as well as the proposed text. A two-thirds (2/3) supermajority vote of those voting at a meeting of the voting membership is required for adoption.

Article 11.

Dissolution

Upon dissolution of the CCD, any property remaining after providing for debts and obligations of the CCD shall be distributed to the Country Dance and Song Society, Inc. (a non-profit corporation) or its successor, provided that said corporation or its successor is then in existence and is then exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. If, upon the dissolution of the CCD, the Country Dance and Song Society, Inc. or its successor, is not in existence or is not exempt from income taxes under Section 501(c)(3), any property of the CCD shall be distributed to a non-profit 501(c)(3) organization as may be designated by the voting members, or if there are none then by the board of the CCD, so long as such organization shall encourage the enjoyment of traditional folk dance in the community.

These bylaws were amended on October 25, 2021 and last adopted in full on June 28, 2021.